



**Planning & Community
Development Department**
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PUBLIC ASSEMBLIES

Displays, exhibits, sales and shows in malls, and places of assembly, all must be inspected prior to the date of the activity or on a periodic basis to determine whether or not the activity complies with the requirements of the Uniform Fire Code and Liberty Lake Code.

A permit is required for the operation of an assembly. An assembly is the gathering of 50 or more people for purposes of education, entertainment, eating and drinking, worship, etc.

What information will be necessary to complete the application?

- Location of proposed activity, including site address.
- A plan indicating exit location, seating and aisle arrangements and width is required to be submitted. This requirement may be waived if the exhibit is a recurring event with no significant changes in the arrangements from the previous showing.

How long will it take to obtain the permit?

If the submitted information is complete and the activity is in compliance with City regulations, the application can be processed within one to two days.

What regulations must be met?

The following is a list of the general requirements that must be followed:

- Exit lights are required to be lighted and all required exit doors be unlocked whenever the building is occupied.
- Exit obstructions are prohibited. An unobstructed aisle, at least the width of the exit door must be maintained at all times from the door to any other cross aisle. No person shall store or place any material the presence or burning of which would add to the hazardous condition of exit egress. Therefore, excess cartons, packing, excelsior, etc., shall be removed from the exhibition building.
- All decorations are required to be made from material which is non combustible or shall be treated with a flame retardant solution. This would include table coverings, table skirting, display support, shelf, cube or box coverings, wall hangings, backdrops, and floor coverings. Decorations such as cut vegetation (trees, branches, straw, flowers, weeds, bark or other derivatives), shredded rubber from auto tires, carpet padding or wood by-products, (paper and cardboard), shall be treated with flame retardant. When a material of questionable character is observed it will be the responsibility of the exhibitor to prove that this is safe. Proof may be, a receipt from a reputable dry cleaning establishment indicating that the subject material was treated, with what solution, quantity of material and the date treated; a piece may be removed in the presence of an inspector from this office and exposed to an open-flame test; package labeling from the manufacturer indicating the contents are retardant treated; printed or written approval by a recognized authority, (Underwriters Laboratories, Factory Mutual, etc.), indicating safeness or treatment; or the presence of a spray dispenser containing an approved solution and a sales receipt for the retardant. If adequate proof is not provided, the immediate removal from the building will be required. Exit doors, exit lights, fire alarm sending stations, fire hose cabinets, electrical panels and fire extinguishers shall not be concealed or obstructed by decorative material
- Carpets, rugs and other floor coverings are required to be secured to the floor by means of double-face carpet tape or by taping the perimeter edge with an adequately strong tape.

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- No person shall permit any open flame to be used in a place of public assembly. Open flame may be allowed in conjunction with approved cooking appliances. All appliances and their intended use shall be reviewed, a minimum two weeks in advance of the scheduled event, by this office to determine suitability. Permits are required. Any other use of open-flame such as, but not limited to, metal or glass sculpture is allowed only with written permit from this office.
- The use of burning candles in any building of place of assembly in such a manner as to create a hazard is prohibited. A permit is required and candle holders must conform to the requirements of the code.
- A permit for the installation or use of a liquid petroleum gas container is required in a place of assembly. Containers shall comply with Department of Transportation cylinder specifications. Container capacity shall be limited to a maximum 12 pound water capacity, (five pound LP-gas capacity). When more than one container is present inside a building, they shall be separated from one another by at least 20 feet. LP-gas containers of recreational vehicles shall be removed prior to display unless the containers are new and empty. LP-gas containers used to fuel cooking or heating appliances shall be used with approved appliances only. Manufacturer documentation may be required. Appliances are subject to inspection by this office two weeks prior to use. A piping pressure test will be conducted by a representative of this office prior to putting any appliance in service. "No Smoking" signs are required to be posted prohibiting smoking within 25 feet of the container.
- Flammable and combustible liquid application including, but not limited to, staining and finishing wood, stripping furniture, and cleaning solutions for household use, shall be demonstrated with due regard to fire safety. "No Smoking" signs shall be posted. Containers used for storage of flammable or combustible liquids used for demonstration or application shall be limited to one of each type used for completion of the project or function. Other containers will be limited for display or sale and are required to be factory sealed. Storage shall be limited to one gallon per square foot of display floor area but not to exceed 30 gallons.

If odor levels are deemed excessive, demonstrations may be reduced in number to prevent fire or health hazards.

- Liquid or gas fueled equipment or vehicles on display inside any building shall have batteries disconnected. Fuel tanks shall be emptied or secured.
- Electrical extension cords may be used if necessary. Overloading and the use of "Octopus" plugs is prohibited. When using multiple appliances or cords, a multiple outlet junction cord with integral circuit breaker is required.
- The following booths and displays are required to provide one 2A-IOBC five pound dry chemical fire extinguisher:
 1. Any booth containing an open-flame device.
 2. Any booth containing flammable liquid cooking appliances.
 3. Any booth containing lighted candles in approved candle holders.
 4. Any booth containing a process using flammable or combustible liquids.
 5. Any booth containing a process producing combustible by-product like sawdust or plastic shavings.
 6. Any other situation deemed an extra hazard by the inspector.

What inspections will be required?

The following is an abbreviated list of requirements to be met for inspection:

1. Exit doors and aisles are not obstructed.
2. All decorations are to be made from material which is not combustible or is treated with fire retardant. This includes table coverings, skirting, back drops, etc. Any combustible material such as bark, straw, carpeting, etc., shall be treated with fire retardant.
3. All carpets, rugs, and other floor coverings are to be secured to the floor at the edges.
4. No open flame unless approved by the Building Inspector.
5. LPG container is to be of approved type and maximum 5 lb. capacity. Multiple containers are a minimum of 20 feet apart.
6. All appliances are to be of an approved type.
7. "No Smoking" signs are posted at containers prohibiting smoking within 25 feet of the containers.

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8. All containers of compressed gas are to be secured to prevent falling.
9. Flammable and combustible liquid used for demonstration are of small quantities and other containers for display or sale are factory sealed and limited to 30 gallons
10. The batteries are to be disconnected and fuel tanks emptied or secured on all liquid or gas fueled equipment.
11. Extension cords are to be of minimal length and of approved (U.L.) type. Multiple cords are equipped with an integral circuit breaker.

For more information or an appointment contact:
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